

CLERICAL ASSIGNMENT PREFERENCE FORM

NAME: _____
(Last) (First) (Middle Initial) Social Security Number

INSTRUCTIONS: This form is part of the examination process and addresses qualification issues applicable to every clerical classification. All information in this form will be considered in reviewing your application materials and is subject to verification.

Please answer each question as completely and accurately as possible. Print legibly and completely erase any errors or changes.

Submit this completed assignment preference form along with your application form and applicable supplemental questionnaire(s).

NOTE: IF YOU DO NOT ANSWER "YES" OR "NO", THE PERSONNEL DEPARTMENT WILL INDICATE "NO" ON YOUR APPLICATION RECORD.

SECTION 1: Your answers to the following questions will be used to assist us in determining your eligibility for various positions.

Have you ever worked for a government office (federal, state, county, or city)? ☐ YES ☐ NO

Have you ever worked for **Placer County** as a:

Volunteer worker (without pay)? ☐ YES ☐ NO

Temporary Agency employee (Adecco, Workload, Kelly, Golden Sierra, ROP)? ☐ YES ☐ NO

Previous Placer County employee (Extra Help/Temporary OR Permanent)? ☐ YES ☐ NO

Are you a current permanent Placer County employee (**NOT Extra Help/Temp**)? ☐ YES ☐ NO

If you answered **YES** to any of the above, provide dates of service and the department(s) where you worked.

Dates of Service : _____ Departments: _____

Will you accept:

Permanent (full time – 40 hours/week)? ☐ YES ☐ NO

Extra Help/Temporary work (as needed by dept./max. 1000 hrs. per fiscal yr.)? ☐ YES ☐ NO

Part-time work (less than 40 hours/week)? ☐ YES ☐ NO

Holiday work? ☐ YES ☐ NO

Evenings (typically 2:00 p.m. - 11:00 p.m.)? ☐ YES ☐ NO

Nights (typically 11:00 p.m. - 7:00 a.m.)? ☐ YES ☐ NO

Saturday? ☐ YES ☐ NO

Sunday? ☐ YES ☐ NO

SECTION 2 TYPING PROFICIENCY: You may wish to submit a typing Certificate of Proficiency with this employment application packet. If you do not furnish a typing Certificate of Proficiency with your application, you may be required to do so at a later date, or take a performance test prior to an oral interview.

TYPING SPEED: _____(words per minute)

PROFICIENCY CERTIFICATE ATTACHED?

☐ YES

☐ NO

SECTION 3 LANGUAGE SKILLS: This section relates to language skills. Placer County often has a need to fill positions requiring the use of a second language. Skill tests are scheduled as needed.

Are you a bilingual Spanish speaking individual?

☐ YES

☐ NO

Are you certified in American Sign Language?

☐ YES

☐ NO

Do you speak, read and write in any language other than English or Spanish?

☐ YES

☐ NO

Please indicate the language. _____

I certify that all the statements made in this form are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any misrepresentation and/or falsification of my answers may result in rejection of my application for this recruitment. My signature authorizes Placer County to make any appropriate investigations to verify information.

Signature of Applicant: _____

Date: _____